

TEACHER WORKSHEET

NAME	S.S.#
1) ADMISSIONS	
2) ANSWERING SERVICE	
3) BRIEFCASE	
4) CONVENTIONS	
5) COPY SERVICE	
6) CREDENTIAL RENEWAL	
7) EDUCATION EXPENSE	
8) LIBRARY EXPENSE	
9) PHYSICAL EXAMINATION REQUIRED BY EMPLOYER	
10) POSTAGE	
11) PROFESSIONAL DUES	
12) REPAIR & MAINTENANCE OF EDUCATIONAL EQUIPMENT	
13) SECRETARIAL SERVICES	
14) SEMINARS	
15) SUBSCRIPTIONS TO PROF. JOURNALS & PUBLICATIONS	
16) STATIONERY	
17) TEACHING AIDS	
18) ART SUPPLIES	
19) AUDIO & VIDEO TAPES	
20) BOOKS	
21) CLASSROOM SUPPLIES	
22) RENTALS	
23) OTHERS	
24) TELEPHONE	
25) TRANSPORTATION	
26) CLASS MEETINGS	
27) LIBRARY/RESEARCH	
28) PTA MEETINGS	
29) TEACHER MEETINGS	
30) OTHERS	
31) UNIFORMS & SPECIAL CLOTHING, SHOES & ACCESSORIES	
32) UNION DUES	
33) WORKSHOPS	

CAR AND TRUCK EXPENSES	VEHICLE 1	VEHICLE 2	CURRENT YEAR	VEHICLE 1	VEHICLE 2
YEAR VEHICLE WAS ACQUIRED			TOTAL MILES		
TOTAL MILES ON VEHICLE					
APPROX. MILES PER GALLON			BUS. MILES		
COST OF INSURANCE					
REPAIRS, TIRES, TUNE-UPS			VEHICLE REGISTRATION/DMV		
LEASE EXPENSE					

DATE PURCHASED	ADDITIONAL BUS. EQUIP. PURCHASES DESCRIPTION	COST

INSTRUCTIONS

- 1) Please make sure all names are exactly as they appear on the social security cards.
- 2) Please subtotal all your receipts and write them in under the appropriate categories.
- 3) Bring all W-2s and 1099s.
- 4) If you sold any stocks, bring in all information, including date and price of purchase and sale.
- 5) Social Security numbers are required for all children (dependents).
- 6) Fill out the following:

YOUR CURRENT ADDRESS:

Street Address

City, State, and Zip Code

Home: _____ Work: _____ Cell: _____

Phone Numbers

Email Address

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FOR OFFICE USE ONLY:

ESTIMATED FED. REFUNDS _____ ESTIMATED STATE REFUNDS _____

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